APPLICATION PROCESS AND ANNUAL UPDATES

Idaho State Department of Education, Child Nutrition Programs (SDE) Coordinators provide technical assistance, training, and monitoring of Institutions' performance to ensure effective operation and administration of CACFP. This section outlines 7 CFR Part 226.6.

SDE has established application procedures to determine the eligibility of new Institutions, renewing Institutions, and sponsoring organization facility applications. A goal of SDE is to facilitate expansion of CACFP in low-income and rural areas.

SDE will enter into written permanent agreements with Institutions that complete the application process. The agreement between the Institution and SDE authorizing the Institution to operate CACFP must be maintained by both parties. Each year the Institution must renew its application and all site applications on the Child Nutrition Programs online system (MyIdahoCNP).

New Applicants: Getting Started In CACFP

CACFP is a voluntary, Federally-funded program. By agreeing to participate, Institutions accept final administrative and financial responsibility for the operation of CACFP according to Federal and state laws, regulations, and policies.

To participate in CACFP, an Institution must submit information sufficient to document that it is financially viable, is administratively capable of operating CACFP, and has internal controls in effect to ensure accountability. Any new Institution must demonstrate in its application that it is capable of operating in conformance with the above performance standards. SDE must only approve the applications of those new Institutions that meet these performance standards and must deny the applications of those new Institutions that do not meet the standards.

This section provides an overview of the necessary steps for Institutions to complete in the application process.

THE FIVE–STEP APPLICATION PROCESS

After a potential applicant contacts SDE to determine initial eligibility, the applicant must successfully complete the following steps in the application process to become an Institution in CACFP.

Step 1: Fiscal Resources and Financial History

A new Institution must demonstrate that it has adequate financial resources to operate CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in CACFP payments and/or to pay debts when fiscal claims have been assessed against the Institution, and can document financial viability. A potential applicant must submit the Institution's most current three years of financial records to SDE via either email or USPS:

- US Income Tax Returns
- Income (Profit/Loss) Statements
- Balance Sheets
- Cash Flow Statements

Step 1 is waived for current NSLP and SFSP sponsors applying to sponsor At-Risk Afterschool Site(s) in CACFP.

If the Institution is new or has changed ownership and does not have three years of records they must submit actual financial records for the current time in business and the remaining three years' information must be submitted as projections.

SDE will submit the financial records to a financial consultant for review and approval. The applicant will be notified by SDE when this process is complete or if additional information is needed to determine financial viability. If the records are approved, the applicant will be directed to start Step 2. SDE will provide the applicant with the "Start-Up" Application form, MyIdahoCNP User Authorization form, and IRS Form W-9.

Step 2: Required Documents for SDE to Set Up MyIdahoCNP Application Packet

Institutions sponsored by SDE are set up in MyIdahoCNP either as an Independent Center (IC), Sponsoring Organization of Centers (SOC), or Sponsoring Organization of Day Care Homes (SODCH). Please refer to the Acronyms and Definitions section of this manual for more information on each Institution Type. The applicant must submit a completed "Start-Up" Application form and the following documents to SDE either via email or USPS mail:

- MyIdahoCNP User Authorization form
- IRS Form W-9
- Copy of 501-C-3 authorization from the IRS (7 CFR 226.15 Tax exempt status, except for For-profit centers and sponsoring organizations of For-profit centers, Institutions must be public, or have tax exempt status under the Internal Revenue Code of 1986).

Once SDE receives the documents listed above, the new applicant will be set up in MyIdahoCNP, SDE's on-line application and claiming system. The applicant will be notified when this is complete and must login to MyIdahoCNP and complete the sponsor and site application(s) prior to SDE assigning the required CACFP training in Step 3.

Step 3: Complete Required Training

Applicant's key administrative staff will complete assigned New Center Training Modules and email or mail each training certificate to SDE: Key administrative staff would be the director or the owner of CACFP, the center program contact, and the financial or business manager (if applicable). The training is available online in SDE's training database. SDE will assign training from the following list of available modules:

- Application Process and Annual Updates
- Civil Rights
- Claim Records and Process to Submit a Claim
- Eligibility Determination and Enrollment Requirements
- Financial Management and Budget Requirements
- Income Eligibility Forms
- Infant, Child and/or Adult Meal Pattern
- Meal Service Requirements
- Menu and Production Records
- Procurement Requirements
- Serious Deficiency Process
- Sponsoring Organization Monitoring Process

Once SDE receives all training certificates the applicant will be notified to begin Step 4.

Step 4: Submit Completed Application Packet to SDE

SDE will provide the applicant with the application packet list. The list includes the sections of the Application Packet in MyIdahoCNP and additional documents new applicants must submit to SDE in addition to completing the Application Packet in MyIdahoCNP. The additional documents are:

- One week of *Completed* production records
- One month of planned menus
- Budget Workbook
- Food service contract—if meals are contracted from a food service management company, school district, or other vendor

- Signed and Dated CNP Permanent Agreement
- One blank enrollment form currently being used by the Institution
- Free and Reduced-price policy statement

The MyIdahoCNP Application Packet includes the following forms or sections:
- Sponsor Application
- Civil Rights Information
- Board of Directors
- Sponsor Budget Detail
- Sponsor Management Plan
- Checklist
- Application Packet Notes
- Attachment List
- Site or Provider Application(s)

The applicant must login in to MyIdahoCNP to complete the application packet. Please see "Information to Complete in MyIdahoCNP Application Packet" in this section for guidance on required information.

Prior to submitting the packet for approval the applicant must attach the additional documents listed above in the application packet under "Attachment List". Each document must be attached separately.

Once the packet is submitted for approval, SDE coordinators will review the application for completion and for compliance with regulations and policies. Further information or clarification may be requested. Additional information or clarification must be received within 30 days after submitting the initial application packet. If when reviewing the application, SDE determines the Institution has committed one or more serious deficiencies SDE must initiate action to:
- Deny the new Institutions application; and
- Disqualify the new Institution and the responsible principals and responsible individuals.

Please refer to the Serious Deficiency section of the manual for information.

If the application meets regulatory requirements and is accepted it is considered complete by the SDE. At this point, a pre-approval visit will be scheduled with the applicant to visit the Institution's operation within 15 days of accepting the complete packet.

Step 5: Pre-Approval Visit
New private non-profit and proprietary child care Institutions, must receive a pre-approval visit by SDE to confirm the information in the Institution's application and to further assess its ability to manage CACFP.

During the pre-approval visit SDE will review one month of menus and production records that have been completed by the Institution before SDE staff arrives at the Institution. Applicants must implement all meal and record keeping requirements prior to the pre-approval visit or approval of the application will be delayed or denied. The pre-approval visit will include:
- Determination that facility(s) is/are viable for the type and number of meals for which the applicant requested approval
- Meal observation to ensure that food components, serving sizes, and meal service meet CACFP requirements
- Check of CACFP records and systems
- Compliance assessment of Civil Rights requirements
- Check for implementation of Management Plan as submitted
- Technical assistance, as needed, to improve program quality

If corrective action is required from the pre-approval visit, the corrective action must be submitted within 10 days of the pre-approval visit.

SDE will either approve or deny the application within 30 days of receiving a complete application packet in

MyIdahoCNP and notify the applicant via certified mail. Denial of participation in the CACFP is an appealable action.

If approved, the Director of CNP will sign the permanent agreement and send a copy to the applicant. In addition, SDE will provide the Institution with technical assistance on submitting monthly claims through MyIdahoCNP.

While SDE makes every effort to help a new applicant fulfill the necessary requirements to participate in CACFP, the ultimate responsibility for submitting all required application materials lies with the applicant. Applicants must complete this process within six (6) months from the date they completed training. If the applicant fails to complete this process within the six (6) month period, the applicant's application will be denied and the applicant will be required to repeat the process from the beginning.

Information to Complete in MyIdahoCNP Application Packet:

SPONSOR APPLICATION

- Address for Institution
- List of Responsible Individuals (Contacts responsible for CACFP operation and administration) and their date of birth
- Contact information for each Responsible Individual (i.e. address, phone number(s), email)
- Certification statements

CIVIL RIGHTS INFORMATION

- Institutions must exhibit compliance with civil rights requirements and non-discrimination policies
- Report the most current Racial and Ethnic data per participant and county census data
- Certification statements

BOARD OF DIRECTORS

- List of all board members and board chair
- Contact information for each member of the Board of Directors (i.e. address and phone number(s))
- Birthdates of all officers, Responsible Individuals, or owners listed

SPONSOR BUDGET DETAIL

- An SDE approved administrative budget that includes projected CACFP administrative earnings and expenses
- Costs in the Institution's budget must be necessary, reasonable, allowable, and appropriately documented
- Explanation of Source of Other Revenue
- Institution must report "other funds" available to pay an over claim or unallowable expenses in the Budget Workbook
- Institution must certify if specific prior written approval SPWA was required for any budget items and all information provided in the budget is true and accurate
- Administrative cost waiver (Sponsoring Organizations if necessary)
    - Administrative budget submitted by a sponsoring organization of centers must demonstrate that the administrative costs to be charged to CACFP do not exceed 15 percent of the meal reimbursements estimated or actually earned during the budget year, unless the SDE grants a waiver in accordance with 7 CFR 226.7(g)

- ▪ Certification statement
- ▪ SDE approved Budget Workbook must be attached in this section

MANAGEMENT PLAN

SDE requires detailed information about administrative structure including the following:

Performance Standard 1: Financial Viability and Financial Management

The new Institution must be financially viable. Program funds must be expended and accounted for in accordance with CACFP regulations, FNS Instruction 796–2 (Financial Management in the CACFP), and parts 3015, 3016, and 3019. To demonstrate financial viability, the new Institution must document that it meets the following criteria:
- ▪ Provide financial resources and financial history
- ▪ Sponsoring Organizations:
  - o Description of need/recruitment. A new sponsoring organization must demonstrate its participation will help ensure the delivery of Program benefits to otherwise unserved facilities or participants. A new sponsoring organization must provide their recruitment policies that demonstrates it will use appropriate practices for recruiting facilities;
  - o A new sponsoring organization must provide their procedures as to how they will providing benefits to unserved facilities or participants;
  - o A new sponsoring organization must submit a list of identified facilities will help ensure the delivery of benefits to otherwise unserved facilities or participants;

The SDE is prohibited from approving an Institution's application if, during the past seven years, the Institution or any of its principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the Institution or the principal has been fully reinstated in, or determined eligible for, that program, including the payment of any debts owed. Certification Institutions must submit:
1. A listing of the publicly funded programs in which the Institution and its principals have participated in the past seven years

2. One of the following two:
   - ▪ A certification that, during the past seven years, neither the Institution nor any of its principals have been declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements; or
   - ▪ In lieu of the certification, documentation that the Institution or the principal previously declared ineligible was later fully reinstated in, or determined eligible for, CACFP, including the payment of any debts owed. If SDE has reason to believe that the Institution or its principals were determined ineligible to participate in another publicly funded program by reason of violating that program's requirements, SDE will follow up with the entity administering the publicly funded program to gather sufficient evidence to determine whether the Institution or its principals were, in fact, determined ineligible.

SDE is prohibited from approving an Institution's application if the Institution or any of its principals have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity. The Institution must certify that neither the Institution nor any of its principals have been convicted of any activity that occurred during the past seven years and/or indicated for lack of business integrity.

An Institution must report whether the Institution or any of their responsible principals or any of their sponsored facilities or any of the responsible principals of the facility are present on the National Disqualified List. If an Institution or one of its principals is on the National Disqualified List and submits an application, SDE cannot approve the application. If a sponsoring organization submits an application on behalf of a facility, and either the facility or any of its principals is on the National Disqualified List, SDE cannot approve the application. In accordance 7 CFR 226.6 (k) (3) (vii), in this circumstance, SDE's refusal to consider the

application is not subject to administrative review.

An Institution must report any expansion plans for next fiscal year.

Performance Standard 2: Administrative Capability

The new Institution must be administratively capable. Appropriate and effective management practices must be in effect to ensure that CACFP operates in accordance with Program regulations. To demonstrate administrative capability, the new Institution must document that it meets the following criteria:

1. The applicant employs an adequate number and type of qualified staff to ensure the operation of CACFP. The applicant must provide the Institution's organization chart that provides detailed information on the Institution's management and administrative structure;

2. The applicant must provide a list of and job descriptions for the staff assigned to CACFP duties (including monitoring for sponsoring organizations);

3. Sponsoring Organizations:
   - Sponsoring organizations must submit an outside employment policy. The policy must restrict other employment by employees that interferes with an employee's performance of Program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest
   - The procedures to be used by the sponsoring organization to administer CACFP and disburse payments to the child care facilities under its sponsorship
   - A sponsoring organization has Program policies and procedures in writing that assign Program responsibilities and duties, and ensure compliance with civil rights requirements

Performance Standard 3: Program Accountability

The new Institution must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that CACFP will operate in accordance with the requirements of this part. To demonstrate Program accountability, the new Institution must document that it meets the following criteria:

1. Governing board of directors. Applicant has adequate oversight of CACFP by an independent governing board of directors;

2. Fiscal accountability. Applicant has a financial system with management controls specified in writing. The system must ensure that administrative costs funded from Program reimbursements do not exceed regulatory limits;

3. For new sponsoring organizations, the fiscal operational policies must assure:
   - Fiscal integrity and accountability for all funds and property received, held, and disbursed
   - Integrity and accountability of all expenses incurred
   - That claims will be processed accurately, and in a timely manner
   - That funds and property are properly safeguarded and used

Recordkeeping

Institutions must maintain appropriate records to document compliance with CACFP requirements, including budgets, accounting records, approved budget amendments, management plans, and if a sponsoring organization, appropriate records of facility operations.

Institutions must provide adequate and regular training of the Institution's staff and if a Sponsoring Organization, the sponsored facilities in accordance with 7 CFR 226.15(e) (12) and (e) (14) and 226.16(d) (2) and (d) (3). The new applicant must submit their training plan.

Meal service and other operational requirements:
Independent centers and facilities will follow practices that result in the operation of CACFP in accordance with the meal service, recordkeeping, and other operational requirements of the Program. In this section the applicant will report how they will comply with the following requirements:

- Provide meals that meet the meal patterns set forth in 7 CFR 226.20 as well as in the Meal Pattern section of this manual
- Maintain complete and appropriate records on file; and
- Claim reimbursement only for eligible meals

If a sponsoring organization, perform monitoring in accordance with 7CFR 226.16(d) (4), to ensure that sponsored facilities accountably and appropriately operate CACFP. Applicant must submit a copy of their monitoring procedures.

If a sponsoring organization, the new applicant must submit the Monitoring Staff Ratio form to confirm the organization has sufficient staff to perform required monitoring responsibilities at all of its sponsored facilities established in 7 CFR 226.16(b)(1) and in the Sponsoring Organization of Centers or Homes sections of this manual.

For sponsoring organizations of day care homes, a description of the system for making tier I day care home determinations, and a description of the system of notifying tier II day care homes of their options for reimbursement.

If a sponsoring organization of day care homes, the applicant must report how they will accurately classify day care homes as tier I or tier II in accordance with 226.15(f);.

If a sponsoring organization of centers or independent center, the applicant must report how they will ensure the participants' income eligibility forms will be properly completed and approved and the Institution's methods to maintain confidentiality.

Certification statement

CHECKLIST

Items are placed on the checklist based on how the Institution answers the questions in the management plan and site application. Below is a list of items that may be on an Institution's checklist. Each item must be attached in the checklist:
- Audit questionnaire
- Budget expenditure prior approval (SPWA)
- Statement of financial position
- 3 years of financial records
- Other funds and list of sources
- Serious deficiency process
- Fiscal operational policies
- Institution's job descriptions
- Institution's monitoring form
- Institution's monitoring procedures
- Monitoring staffing ratio form
- Institution's medical statement form
- Institution's menu production record
- Institution's meal count record
- Institution's attendance record
- Nondiscrimination statement-required for all new Institutions
- Organizational chart
- Outside employment policy
- Parent/Guardian letter
- Meal income eligibility enrollment form
- Procedures to maintain annual enrollment or declined documents, process monthly claims, disburse payments and handle uncashed checks
- Procedures for determining and certifying Tier I homes

- Procedures for notifying Tier II homes of their options for reimbursement
- Recruitment policy
- Institution's plan to conduct CACFP training for all key staff
- Institution's plan to train centers on CACFP regulations
- Identified unserved facility list
- Unserved facility procedure
- List of employees and their titles that work in CACFP
- List of providers who qualify for tier 1 based on SNAP - Within 30 days of receiving this list, SDE will provide this list to Idaho State Department of Health and Welfare, the agency that is responsible for the administration of the SNAP
- Site or provider current license and/or current health inspection and fire inspection reports

The Media release no longer appears on the checklist since SDE issues a statewide media release on behalf of all Institutions.

APPLICATION PACKET NOTES

These are notes SDE will insert for the sponsor to read.

ATTACHMENT LIST

These are additional documents not listed in the checklist but must be provided by the Institution before submitting the packet for approval:
- One week of completed production records
- One month of planned menus
- Food service contract (only required if meals are contracted from a food service management company, school district, or other vendor)
- Signed and Dated CNP Permanent Agreement
- One blank enrollment form currently being used by the Institution
- Free and Reduced-price policy statement (requirements for statement are provided in this section)

SITE OR PROVIDER APPLICATION(S)

- Address for site or provider
- List of Responsible Individuals or provider (Contacts responsible for CACFP operation and administration) and their date of birth
- Contact information for each Responsible Individual or provider (i.e. address, phone number(s), email)
- Participant eligibility information: Centers must submit current information on the number of enrolled participants who are eligible for Free, Reduced-price and Paid meals;
- Enrollment information: Sponsoring organizations of day care homes must submit current information on:
  - The total number of children enrolled in all homes in the sponsorship
  - An assurance that day care home providers' own children whose meals are claimed for reimbursement in CACFP are eligible for Free or Reduced-price meals
  - The total number of tier I and tier II day care homes that it sponsors
  - The total number of children enrolled in tier I day care homes
  - The total number of children enrolled in tier II day care homes;
  - The total number of children in tier II day care homes that have been identified as eligible for Free or Reduced-price meals
- Documentation of licensing - more information on licensing documentation is located later in this section
- Applicant must report their facility meal service schedule, including type of meals served, days of service, and meal times
- Applicant must report how meals are prepared and if they have a food service vendor contract
- At-risk afterschool center - documentation requirements are provided later in this section
- For-profit centers only, must certify that each for-profit center meets the definition of a For-profit center, as defined in the Acronyms and Definition section of this manual

- Certification statement

In April each year SDE posts on the CNP website a list of elementary schools in the Idaho where at least one-half of the children enrolled are certified eligible to receive Free or Reduced-price meals. Sponsoring organizations may use this information for determining tier I status of day care homes:
- SDE provides the most current census data website locations to sponsoring organizations of day care homes annual either at training or via email to use for Tier I status determinations.

Documentation of Licensing
All centers and family day care homes must document that they meet CACFP licensing requirements;
Per Idaho Code all child care sites must be licensed.

Some types of Institutions may be exempt from Idaho Code licensing requirements:
- Government or Public Institutions
- Emergency Shelters
- School Districts
- Tribal Institutions
- Head Starts
- At-Risk Afterschool Centers
- Outside-School-Hour Care Centers
- Adult Day Cares

If a site is exempt from Idaho licensing code, it must receive and pass, per Idaho code, an annual health inspection from their local health department and an annual fire inspection from their local fire department. The Institution must maintain and submit all inspection documentation to SDE. It is the responsibility of the Institution's administration to comply with the laws governing licensing in their geographic area of the State. Institutions are not eligible for the CACFP if their licenses lapse or are terminated. Institutions must comply with applicable procedures to renew licensing or demonstrate compliance with Idaho health and safety standards.

Note: If child care licensing at any time becomes unavailable in any area of the State of Idaho, procedures described below in the "Unavailable Licensing Agency" section must be followed.

At-Risk Afterschool
At-risk afterschool care centers must submit documentation sufficient to determine that each at- risk afterschool care center meets CACFP eligibility requirements in 7 CFR 226.17a (a) and in the At-Risk Afterschool Center section of this manual. SDE will annually provide all Institutions with a list of elementary, middle, and high schools in Idaho in which at least one-half of the children enrolled are certified eligible to receive Free or Reduced-price meals. The most current list is available on the CNP website by April each year. SDE will determine the area eligibility for each independent at-risk afterschool care center by using the most current attendance area information obtained from school officials and the documentation submitted by the sponsoring organization in the application packet.

SDE must determine whether the afterschool programs of at-risk afterschool care centers meet the requirements of 7 CFR 226.17a before the centers begin participating in CACFP.

Sponsoring organizations must submit documentation that each sponsored at-risk afterschool care center meets the area eligibility requirements in 7 CFR 226.17a (i).and in the At-Risk Afterschool Center section of this manual.

Free and Reduced-price policy statement
SDE cannot enter into a Program agreement with a new Institution until the Institution has submitted, and SDE has approved, a written policy statement concerning Free and Reduced-price meals to be used in all child and adult day care facilities under its jurisdiction. SDE will not require an Institution to revise its Free and Reduced-price policy statement or its nondiscrimination statement unless the Institution makes a substantive change to either policy. Pending approval of a revision to these statements, the existing policy must remain in effect.

Idaho Institutions do not serve meals at a separate charge to children (including emergency shelters, at-risk afterschool care centers, and sponsoring Organizations of emergency shelters, at-risk afterschool care centers, and day care homes). The Free and Reduced-price policy statement must state that all participants are served the same meals at no separate charge, regardless of race, color, national origin, sex, age, or disability and that there is no discrimination in the course of the food service. This statement shall also contain an assurance that there will be no identification of children in day care homes in which meals are reimbursed at both the tier I and tier II reimbursement rates and for children in child care centers with Free and Reduced-price meal recipients. In addition, the sponsoring organization will not make any Free and Reduced-price eligibility information concerning individual households available to day care homes and will otherwise limit the use of such information to persons directly connected with the administration and enforcement of CACFP.

Idaho Statewide Media Release

SDE annually issues a statewide media release on behalf of all Institutions. The media releases issued for Institutions other than emergency shelters, at-risk afterschool care centers, and sponsoring organizations of emergency shelters, at-risk afterschool care centers, or day care homes must include the Income Eligibility Guidelines for Free and Reduced-price Meals. The release announces the availability of meals at no separate charge and those children who are TAFI recipients, SNAP or FDPIR households, or are Head Start participants are automatically eligible to receive Free meal benefits.

When the State of Idaho has Adult day care centers operating in CACFP the statewide release will announce that adult participants who are members of SNAP or FDPIR households or who are SSI or Medicaid participants are automatically eligible to receive free meal benefits.

Both the Child and Adult statewide releases state that meals are available to all participants without regard to race, color, national origin, sex, age, or disability.

Updating an Approved Packet During a Fiscal Year (FY)

Once the Institution's packet is approved in a Fiscal Year (FY), it can be changed and resubmitted for approval to SDE. Failure to properly request changes may delay the processing of the claim for reimbursement or may result in a reduced reimbursement. All changes must be approved by SDE prior to the changes becoming effective. Common changes that occur during the fiscal year are:
- Change in Board of Director members
- Change in key CACFP Institution personnel and contact information
- Change in MyIdahoCNP User Authorization
- Change in licensing
- Change in meals being claimed for reimbursement
- Adding or dropping a site
- Change in meal times

Annual Updates: Renewal

CACFP operates on the Federal fiscal year that begins on October 1 and ends September 30. Failure to submit a complete and correct renewal application may result in delay or disruption of reimbursement, or ultimately in termination of the SDE-Institution Permanent Agreement. The deadline for submitting renewal applications for For-profit Institutions is August 15th and for Nonprofit Institutions is September 15th.

The first step in the process to renew an Institution's application is for the Institution to complete a budget

workbook for the new fiscal year. Independent Centers and Sponsoring Organizations of Centers budget workbooks are due June 1st. Sponsoring Organizations of Day Care Homes budget workbook is due August 1st. The budget workbooks must be approved by SDE before the Institution may submit their new fiscal year application packet for approval in MyIdahoCNP.

Renewing Institutions are required to review and update all sections of the sponsor application packet for the next fiscal year with the most current information and data. Please note information from the previous program year packet will rollover to the next fiscal year when the Institution initiates this process in MyIdahoCNP. This packet includes:
- Sponsor Application
- Civil Rights Information
- Board of Directors
- Sponsor Budget Detail
- Sponsor Management Plan
- Checklist
- Attachment List
- Site or Provider Application(s)

In the management plan the Institution must report whether or not policy or procedures were updated within the past year. If they were not updated the renewing Institution is not required to submit the policy or procedures and they will not be listed on the Institution's checklist. In addition, in the management plan if the Institution states they are using approved SDE forms, the forms the Institution indicated as SDE approved will not be listed on the checklist and required to be submitted to SDE.

SDE will provide assistance to Institutions that have submitted an incomplete application.

Any new or renewing Institution applying for participation in CACFP will be notified via email when their packet is approved. If the packet is not approved by SDE, SDE will notify the Institution within 30 calendar days of receipt of a complete application that the packet was not approved. This notice will be via certified mail and the notice will provide the reasons for disapproval and the right to appeal.

Unavailable Licensing Agency

If child care licensing at any time becomes unavailable in any area of the State of Idaho, child care centers and homes must meet the following CACFP Child Care Standards.

STAFF/CHILD RATIOS

Day care homes provide care for no more than 12 children at any one time. One home caregiver is responsible for no more than 6 children ages 3 and above, or no more than 5 children ages 0 and above. No more than 2 children under the age of 3 are in the care of one caregiver. The home provider's own children who are in care and under the age of 14 are counted in the maximum ratios of caregivers to children.

Child care centers do not fall below the following staff/child ratios:
- For children under 6 weeks of age—1:1;
- For children ages 6 weeks up to 3 years—1:4;
- For children ages 3 years up to 6 years—1:6;
- For children ages 6 years up to 10 years—1:15; and
- For children ages 10 and above 1:20.

NONDISCRIMINATION

Day care services are available without discrimination on the basis of race, color, national origin, sex, age, or

disability.

SAFETY AND SANITATION

- A current health/sanitation permit or satisfactory report of an inspection conducted by local authorities within the past 12 months shall be submitted
- A current fire/building safety permit or satisfactory report of an inspection conducted by local authorities within the past 12 months shall be submitted
- Fire drills are held in accordance with local fire/building safety requirements

SUITABILITY OF FACILITIES

- Ventilation, temperature, and lighting are adequate for children's safety and comfort.
- Floors and walls are cleaned and maintained in a condition safe for children.
- Space and equipment, including rest arrangements for preschool age children, are adequate for the number of age range of participating children.

SOCIAL SERVICES

Independent centers, and sponsoring organizations in coordination with their facilities, have procedures for referring families of children in care to appropriate local health and social service agencies.

HEALTH SERVICES

- Each child is observed daily for indications of difficulties in social adjustment, illness, neglect, and abuse, and appropriate action is initiated
- A procedure is established to ensure prompt notification of the parent or guardian in the event of a child's illness or injury, and to ensure prompt medical treatment in case of emergency
- Health records, including records of medical examinations and immunizations, are maintained for each enrolled child (Not applicable to day care homes)
- At least one full-time staff member is currently qualified in first aid, including artificial respiration techniques (Not applicable to day care homes)
- First aid supplies are available
- Staff members undergo initial and periodic health assessments

STAFF TRAINING

The Institution provides for orientation and ongoing training in child care for all caregivers.

PARENTAL INVOLVEMENT

Parents are afforded the opportunity to observe their children in day care.

SELF-EVALUATION

The Institution has established a procedure for periodic self-evaluation on the basis of CACFP child care standards. SDE will review information submitted by Institutions for centers or homes for which licensing is not available in order to establish eligibility for CACFP.